



# Prairie Wood Solutions Conference

## EXHIBITOR'S PACKAGE

Tuesday, December 11, 2018

7:30 am - 4 pm

BMO CENTRE—CALGARY, ALBERTA

PALOMINO ROOM

20 ROUNDUP WAY SW, CALGARY , AB T2G 2W1

**Move in:** Monday, December 10, 2018 Time TBC

**Move out:** Tuesday, December 11 3:45 pm - 5:00 pm

*Thank you for joining us for the 2018 Prairie  
Wood Solutions Conference  
We've included event details to help you plan  
your trip.  
See you in Calgary!  
—from the Alberta WW Team*

## General Conference & Exhibitor Information

- The Prairie Wood Solutions Conference will take place in Calgary at the BMO Centre (Palomino Room)
- **Move In & Set Up** for Exhibitors is on Monday, December 10 time TBC or December 11 from 6am-7:30am  
**We are waiting to confirm an afternoon or evening set-up on December 10**
- **Conference Date:** Tuesday, December 11, 2018
- **Exhibitor Showtimes:** 7:30am - 4pm—last speaker session is 3:40-4:40pm
- Your display area should not exceed 10' wide by 10' deep unless previously arranged.  
For info prior to the Conference, contact Barbara or Rory at 780-392-1952.

## Cancellation Policy

Please refer to your Wood Solutions Conference/Fair contract for complete information on the cancellation policy and timelines.

## Audience Information

- Your audience will consist of Architects, Structural and Civil Engineers, Building Officials, Builders, Design Students and Industry. Expected attendance is between 250-300. Attendees will be paying \$50-75 to attend the event.

## Name Badges

You will **require** name badges for all representatives at your booth. Register your booth attendees at the following link: <https://www.eventbrite.ca/Booth2018>

2 registrations are included with exhibitor package, register additional through on Eventbrite. **Deadline for name badges is November 30, 2018**

## What's Included in your Booth

With your exhibit, you receive the following:

- 1 – 10'x10' booth space
- 1 – 8' skirted table
- 2 – chairs
- 2 – complimentary lunches for exhibitors
- 1—garbage can
- 1—8' back wall drape & 3' high side drape (black)

Complimentary admission to information sessions.

**PLEASE NOTE: Electrical is NOT provided. Please contact The Calgary Stampede Event Services to order power for your booth.**

The exhibit room is carpeted.

Wheels on dolly's must be clean when entering the exhibit area.

*\* if you require additional services, please arrange with GES (information attached to email)*

## Show Service Companies

### CALGARY STAMPEDE EVENT SERVICES

Electrical and internet must be ordered from the Calgary Stampede Event Services. Form is attached to this email or can be ordered online at this link

<https://exhibitor.calgarystampede.com>

### GES

For additional booth furniture, signage, equipment, freight handling, etc. please contact GES directly using the attached form.

**Restrictions: It is strictly forbidden to drill any holes or use any thumbtacks, nails, adhesives or staples on any finished surface of the building. No flammable substances are to be utilized. The exhibitor shall be responsible for and pay on demand any and all costs of any repairs, replacements, extraordinary cleaning or removal of garbage due to the use of or vandalism by their assignees, agents, employees or hired contractors.**

## Lunch in the ballroom

To maximize the amount of exhibit time throughout the conference, the lunch will be served in the Exhibitor area with the exhibit spaces in full view. The lunch buffet will be set by 11:20am to give Exhibitors a chance to eat lunch before conference attendees break for lunch at 11:50am. A conference schedule is shown below. For full program details, go to [www.wood-works.ca/alberta](http://www.wood-works.ca/alberta).

### Conference Schedule (TBC)

- Exhibit Hall & Registration open at 7:30 am
- Continental Breakfast at 7:30-8:00 am
- 1st Session begins at 8:00 am
- Break at 9:00-9:30 am
- Break at 10:30-10:50 am
- Exhibitors' Lunch at 11:20 am
- Attendee Lunch Break at 11:50-12:50 pm
- Break at 1:50-2:20 pm
- Break at 3:20-3:40 pm—draw for prize in Exhibit hall. Exhibitors are welcome to tear down after the break

### Parking

Parking at the BMO Centre is \$15/day per vehicle

### Official Hotel

- Holiday Inn Calgary Macleod Trail South  
4206 Macleod Trail South, Calgary, AB T2G 2R7

\$129/night + taxes for a Single/double room.

**Rooms are available on a first come; first serve basis.**  
**DEADLINE—NOVEMBER 20, 2018**

**Group Name:** Wood Solutions Conference

Block Code: WSC

Central reservations: 1-866-554-0162

Hotel direct: 1-403-287-2700

Use this link to book: [Wood Solutions Conference - Holiday Inn Calgary](#)

**This rate includes the following at no charge:**

- **Complimentary Breakfast**
- **Complimentary Parking at hotel**
- **Complimentary Highspeed/wireless internet**

### Security

Please do not leave valuables unattended. Wood *WORKS!*, the Canadian Wood Council, the BMO Centre and the Official Suppliers will not accept responsibility for lost or stolen items.

### Advance Shipments to the Show Site

#### Shipping & Label Information

Advance Shipments can be made directly to GES for storage and transport to the Show site on the appropriate day. Advance shipments Must be arranged with GES. All orders must be pre-paid. Collect shipments will NOT be accepted. The GES Exhibitor package has been attached for your convenience.

**If you are not hand carrying your material to the exhibit area, we strongly suggest you use the advance shipment option to avoid last minute delivery problems.**

### Crate & Storage During Conference

Empty containers of freight handled by GES will be removed for storage and returned to your booth upon completion of the conference (5pm). All empty containers must be properly LABELED with your company name. GES will assume no responsibility for removal of containers with old labels.

Only cartons/boxes that fit under your table or behind the drapes may remain at your booth.

### Outbound Material

Outbound material must be collected and taken offsite from the BMO Centre by 6:00 pm on Tuesday, December 11, 2018. If you wish to have GES ship your material via a specific carrier, please ensure you make appropriate arrangements with GES at least **1 week in advance**. Material left behind and not pre-arranged to be shipped, will be taken to the GES warehouse and returned to you collect by their choice of carrier.

**All exhibitors are responsible for ensuring their booth is clean and/or packed up and appropriately labelled, PRIOR to leaving on Tuesday night.**

We look forward to working with you!  
Please do not hesitate to contact us in the meantime if you have any questions.

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